

# Wonersh Parish Council

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## Minutes of the meeting of Wonersh Parish Council held on Thursday 13 February 2020 at 7.30pm at Wonersh Sports Pavilion

**Present:** Councillors Mike Band, Chris Crouch, Rob Ellis, Anthony Shutes and Rod Weale (In the Chair).

**In attendance:** Lisa Davison, Borough Councillor Michael Goodridge and one member of the public.

### MINUTES

19/20 183	<b>Consider and approve apologies for absence.</b> Apologies were received and approved from Cllrs Chris Howard and Stephen Lavender.
19/20 184	<b>Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.</b> Cllr Weale declared an interest in 19/20 214
19/20 185	<b>Open meeting for <i>members of the public</i> to raise matters with the Council.</b> A member of the public was present to observe discussion on item 19/20 211 below. The Chair proposed that this item was considered once the initial business regarding minutes was completed and the Council agreed.
19/20 186	<b>Briefing by the <i>Safer Neighbourhood Policing Team</i> on issues of local interest and concern.</b> There was no report to share.
19/20 187	<b>Consider and approve the minutes of the Council meeting held on 9 January 2019.</b> These were approved and duly signed by Cllr Band.
19/20 188	<b>Receive progress reports about matters previously considered and approved by the Council.</b> The progress report was received and Councillors noted that anything requiring a decision was considered under the items on this Agenda.
19/20 189	<b>Receive the approved minutes of the Planning Committee meetings held on 9 January 2020.</b> These were received.
19/20 190	<b>Receive the approved minutes of the Parish Survey Committee meeting held on 7 November 2019.</b> These were received.
19/20 191	<b>Receive and approve the minutes of the Parish Survey Committee meeting held on 4 February 2019.</b> These were approved and duly signed by Cllr Crouch.
19/20 192	<b>Receive and approve the minutes of the Personnel Committee meeting held on 9 January 2020.</b> These were approved and duly signed by Cllr Ellis.

19/20 193	<p><b>Receive and approve the minutes of the Risk and Audit Committee meeting held on 4 February 2019.</b></p> <p>These were approved and duly signed by Cllr Band.</p>
19/20 194	<p><b>Finance – consider and approve the following:</b></p> <p><b>(a) the list of receipt and payment vouchers in January 2020;</b> The Council resolved to approve these (proposed by Cllr Crouch).</p> <p><b>(b) the end January 2020 financial statements;</b> The Council resolved to approve these (proposed by Cllr Crouch).</p> <p><b>(c) payment of up to £1,200 for filling potholes on the approach to Wonersh Sports Pavilion;</b> The Council noted that this was approved in the January meeting.</p> <p><b>(d) payment of up to £800 for the cutting of a hedge bordering common land in Wonersh, dependent upon approach selected;</b> The Council resolved to approve these (proposed by Cllr Weale).</p> <p><b>(e) payment of £139.98 for Norton antivirus and additional storage for backups;</b> The Council resolved to approve these (proposed by Cllr Band).</p> <p><b>(f) payment of £45 for hire of the Arbuthnot Hall for ‘Your Village – Your Voice!’ event;</b> The Council resolved to approve these (proposed by Cllr Weale).</p> <p><b>(g) payment of £10 Surrey Playing Fields for the affiliation fee.</b> The Council resolved to approve these (proposed by Cllr Weale).</p>
19/20 195	<p><b>Discuss further the banking arrangements for Wonersh Parish Council for the regular account and, if required, the community room account and approve next steps.</b></p> <p>The Clerk has experienced challenges in (a) setting up a new bank account with the Cooperative for the community room, as the cooperative bank have changed their eligibility criteria; and (b) in gaining access to the online aspects to facilitate internet banking and electronic transfers.</p> <p>The Council resolved not to have a separate bank account for the Garden Close Community Room (proposed by Cllr Band). The Council agreed that the Clerk should try again to set up the Internet Banking with the existing Cooperative Bank account and, if successful, work with Parish Councillors so they can gain access. If this is not achievable prior to the next meeting the Parish Council will transfer their bank account to the Unity Trust Bank, as approved at an earlier meeting (agenda item 19/20, 044).</p>
19/20 196	<p><b>Receive an update from the Parish Survey Committee and Village Working Parties.</b></p> <p>Councillors noted that most recent developments had been minuted in the recent Parish Survey Committee Meeting on 4 February 2020.</p> <p>Cllr Crouch reported upon a meeting in Wonersh with an Officer from Surrey County Council regarding proposals for the repositioning of the Pepperpot and associated junction improvements. The outcome was that it was recommended that a detailed report be requested from a highways consultant, which is likely to cost in the region of £10,000.</p> <p>Cllr Band highlighted that there had been suggestions of an increased budget for highways generally with expenditure in Cranleigh being publicised by the Cllr Povey. The Council</p>

	<p>agreed that arranging a meeting with Cllr Young could be beneficial for improvements to the Pepperpot in Wonersh and the VAS in Shamley Green, which was highlighted as being important at the 'Your Village - Your Voice' Event there.</p> <p>Cllr Shutes provided a brief update regarding 'Wonersh Connections' the umbrella website for Wonersh societies, noting that an event involving all had been arranged for March.</p> <p>Cllrs Band and Howard had each provided written summaries of the progress of the traffic and transport and the environmental groups developing from the 'Your Village - Your Voice!' event. One action was to provide a tree management strategy for the local common areas.</p> <p>Cllrs from each village highlighted that small contributions will be requested from the Council to create publicity for developments in each of the villages, this is to be included on the next Agenda.</p> <p><b>Action: Clerk to request £200 for each of the Village Working Parties to fund initiatives.</b></p>
<p>19/20 197</p>	<p><b>Discuss options for affordable housing within the Parish and approve next steps.</b></p> <p>Cllr Crouch tabled a paper which looked at both affordable houses in the Parish and the Neighbourhood plan. It was suggested that Wonersh Parish Council adopt the following strategy on affordable housing:</p> <ul style="list-style-type: none"> <li>i) Support affordable housing development in the Parish wherever possible on a case by case basis.</li> <li>ii) Unless there is an upsurge in initiatives driven by the community do not instigate the process to "develop an affordable housing scheme".</li> <li>iii) Discuss with WBC how small scale affordable housing might be made available in the Parish.</li> </ul> <p>The Council resolved to approve this strategy (proposed by Cllr Band).</p> <p>It was suggested that Wonersh Parish Council adopt the following strategy on a Neighbourhood Plan:</p> <ul style="list-style-type: none"> <li>i) Subject to ii) agree that at the present the costs and time involved in developing a Neighbourhood Plan are unlikely to outweigh the benefits.</li> <li>ii) Clarify with WBC the likely amount of relevant CIL.</li> <li>iii) Subject to the outcome of discussions with WBC make a final decision.</li> </ul> <p>The Council resolved not to approve this strategy as the outcomes of the village working parties and unforeseen developments in the Parish could demonstrate a demand for a Neighbourhood Plan.</p>
<p>19/20 198</p>	<p><b>Discuss and agree how to progress the Wonersh Parish Council lease and management of grass-cutting of common land from Waverley Borough Council.</b></p> <p>The Council are awaiting a response from Waverley Borough Council regarding the proposed lease of land and service level agreements. Without receiving details of what is proposed then it is not possible to make a decision. Councillors are keen to better understand the rationale for leasing all the land whilst maintaining responsibility and liability for the wooded areas.</p>
<p>19/20 199</p>	<p><b>Delegate authority to Councillors Rod Weale and Mike Band to sign the lease of the commons from Waverley Borough Council.</b></p> <p>Deferred until approach is agreed.</p>

19/20 200	<p><b>Agree approach to management of common land in Shamley Green, following the takeover from Waverley Borough Council, with consideration for forthcoming events.</b></p> <p>Deferred regarding Shamley Green until leases are nearer being signed but considered regarding the management of common land in the Parish. It was agreed that the regular contractor will have a single point of contact and that the administration of completed duties will be updated.</p>
19/20 201	<p><b>Consider the following requests to park in the common in relation to weddings and approve next steps:</b></p> <p><b>(a) Wonersh, May 2020;</b></p> <p>This was agreed in principal but Council agreed that Waverley Borough Council's policy for use of common land in the Parish, so will follow up with further details and conditions in due course.</p> <p><b>Action: Clerk to update WBC's policy on the use of common land for discussion and approval at the March 2020 Council Meeting.</b></p> <p><b>(b) Shamley Green, September 2020.</b></p> <p>Deferred until lease is signed.</p>
19/20 202	<p><b>Discuss briefly and agree the approach to cutting the hedge bordering common land in Wonersh.</b></p> <p>It was agreed that, given the differences in costs, that a flail would present the best value for money to the Council at present.</p>
19/20 203	<p><b>Receive a progress update on the takeover of the community room in Garden Close and approve next steps.</b></p> <p>Cllr Band provided an update to the progress on the community room.</p>
19/20 204	<p><b>Receive a draft outline communications strategy for Wonersh Parish Council and agree next steps towards the adoption of this.</b></p> <p>Deferred until March.</p>
19/20 205	<p><b>Agree a date to start developing a Strategy for Wonersh Parish Council.</b></p> <p>The Council agreed that a Strategy, given sufficient flexibility, was a good idea and an effective way of managing Council capacity with consideration for resources. Cllr Howard's offer to facilitate this was agreed, as was the need for an agenda and activities in advance of the meeting to prepare Councillors and the Clerk.</p>
19/20 206	<p><b>Discuss the content of and agree a date for the 2020 Annual Assembly.</b></p> <p>Wednesday 27 May 2020 was agreed as the date for the Annual Assembly. The Council has made a lot of progress this year and looks forward to sharing details of this and inviting the usual contributors (WUC, WWG, WF etc.). Surrey Hills was identified as the ideal presenter for the event, particularly with consideration for the recently published management plan.</p>
19/20 207	<p><b>Consider and agree updates to the Allotment Garden Rules, subject to the approval of the land owner.</b></p> <p>The Council resolved to approve the proposed updates to the Allotment Garden Rules, subject to the approval of the land owner.</p> <p><b>Action: Clerk to share these with the landowner for review and approval.</b></p>

19/20 208	<p><b>Consider and approve the rent per plot and half plot for the Allotment Gardens for 2021/22 financial year.</b></p> <p>The Council agreed in principle to maintaining the allotment rents for a further year at the value of £45 per half plot and £90 per full plot but noted that this meant that they were not building up a reserve should other works be required.</p> <p><b>Action: Clerk to contact Allotments link person to ascertain whether a small increase to build up a reserve be preferred over maintaining the allotment rates at the present level.</b></p>
19/20 209	<p><b>Receive the updated asset management register and note items to be discussed at future Council Meetings.</b></p> <p>The Council noted receipt of the asset management register and that there was a number of benches on the common requiring attention.</p> <p>The Clerk requested that community room working party members review the suggested values for the community room inventory, for insurance purposes.</p> <p><b>Action: Community Room Working Party members confirm value for insurance purposes.</b></p>
19/20 210	<p><b>Discuss the refurbishment of the Toposcope on Chinthurst Hill and approve next steps.</b></p> <p>The Council discussed this and decided that, at present, there was no need to refurbish the toposcope.</p>
19/20 211	<p><b>Receive an update and finalise the approach to improve the surface on the approach to Wonersh Sports Pavilion.</b></p> <p>The Council discussed at length and resolved that, due to the available budgets an interim fix of the access route would be required (proposed by Cllr Shutes). This would allow time to decide the best strategy in the longer term given the costs involved. The Clerk noted that all parties had agreed to the amounts suggested based on the basic fill of the potholes, with the exception of the Cricket Club who were seeking a longer term solution, recognising how the area is currently used. It is of note that another business uses the space and may be willing to contribute to improving it. It was suggested that the same proportion as the other business be used then all proportions be adjusted to consider this.</p> <p><b>Action: Clerk to contact the other business requesting a contribution to the works.</b></p>
19/20 212	<p><b>Suggest and agree items for inclusion on the agenda for a meeting with the WBC Leader and Deputy Leader.</b></p> <p>Agenda items suggested included:</p> <ul style="list-style-type: none"> <li>• Waverley Borough Council Climate Change Emergency;</li> <li>• Community Infrastructure Levy and Neighbourhood Plans;</li> <li>• Training for Parish Councillors in the Code of Conduct and Planning;</li> <li>• Litter and dog fouling</li> </ul> <p><b>Action: Clerk to arrange a meeting with WBC Leader and Deputy Leader</b></p>
19/20 213	<p><b>Consider with a view to approving the delegation Emergency Plan and Encampments Policy to the Risk and Audit Committee.</b></p> <p>The Council resolved to delegate the Emergency Plan and Encampments Policy to the Risk and Audit Committee (proposed by Cllr Crouch).</p>

19/20 214	<p><b>Consider and agree the Parish Council's response to the Waverley Borough Council <a href="#">Taxi Licensing Policy Review</a>, responses due by 2 March 2020.</b></p> <p>The Council reviewed this but had not comments.</p>
19/20 215	<p><b>Review and agree conditions under which the Parish Council will adopt the telephone box on Lords Hill Common and approve next steps.</b></p> <p>The Council agreed to the adoption of the telephone box on Lords Hill Common.</p> <p><b>Action: Clerk to sign and return necessary paperwork and add the telephone box to the asset register.</b></p>
19/20 216	<p><b>Receive reports by Members and the Clerk.</b></p> <p>No reports were received [or were there].</p>
19/20 217	<p><b>Members' business and correspondence for noting or including on a future agenda.</b></p> <ul style="list-style-type: none"> <li>• <b>Declare a Climate Emergency in Wonersh;</b></li> <li>• <b>The streetlight in Barnett Lane, Wonersh;</b></li> <li>• <b>Parking on, and damage to, the grass verges;</b></li> <li>• <b>Playground repairs, large and small items.</b></li> </ul>
19/20 218	<p><b>Dates of future meetings:</b></p> <p><b>Council: 12 March 2020</b></p> <p><b>Planning Committee: 20 February 2020, 19 March 2020</b></p>

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